



## Poudre School District Choice/Open Enrollment 2019-2020 Timeline and Information for Period Beginning August 17, 2018 Kindergarten through 12th Grade

**NOTE: Elementary and secondary schools now have the same date for the First Consideration Period deadline.** Please refer to District Policy [JFBA Choice/Open Enrollment](#) and the [School Choice website](#) for more information regarding School Choice in Poudre School District.

School Choice Applications shall be submitted **online** through the Poudre School District [website](#), which may be accessed from any computer with Internet access. A public use computer is available at the PSD Support Services Center, 2407 LaPorte Ave., or any District school.

Dates	Required Action and Related Information for <u>Kindergarten through 12<sup>th</sup> Grade</u>
<b>8/17/18 – 1/18/19 by 12:00pm (Noon MST) (for both Elementary &amp; Secondary Schools)</b>	<b>FIRST CONSIDERATION APPLICATION PERIOD:</b> <ul style="list-style-type: none"> <li>• Parents are encouraged to obtain <a href="#">information</a> about PSD <b>neighborhood schools</b> and PSD <b>choice schools and programs</b> in order to determine whether to apply for <b>choice/open enrollment</b>.</li> <li>• <b>First consideration submission of choice/open enrollment applications for 2019-2020 school year:</b> application forms must be submitted online for the desired choice school or program. <u>The order in which applications are received during this period does not affect a student’s chances of acceptance.</u></li> <li>• Parents must complete and submit a separate application form for each child. Parents of multiple birth siblings (i.e. twins, triplets, etc.) may, but are not required to, complete and submit one application covering all such siblings. After completing an application, parents will receive a confirmation email. This email is proof of submission. <b><u>Parents are strongly encouraged to print and retain a copy of the confirmation email.</u></b></li> </ul>
<b>Kindergarten Students Only: 1/17/19</b>	<ul style="list-style-type: none"> <li>• Parents must register students entering kindergarten in the fall of 2019 at their neighborhood school, even if an application is pending for choice/open enrollment. Although kindergarten registration by 1/17/19 is strongly encouraged, failure to meet this deadline will not preclude enrollment.</li> </ul>
<b>1/18/19 by 12:00pm (Noon MST)</b>	<ul style="list-style-type: none"> <li>• <b>Deadline for elementary and secondary schools first consideration choice/open enrollment applications for the 2019-2020 school year.</b> Deadlines will be strictly enforced.</li> </ul>
<b>1/18/19 by 12:00pm (Noon MST)</b>	<ul style="list-style-type: none"> <li>• <b><u>Deadline to renew School Choice Application for elementary and secondary students currently on a school’s 2018-2019 waitlist and who wish to remain on the waitlist for the 2019-2020 school year.</u></b></li> <li>• <b>Parents will access their account in Smart Choice™ and select “Renew Application” for the same schools the student is currently on the waitlist for in the 2018-2019 school year.</b></li> <li>• Once an application is renewed AND submitted by this deadline, the student will receive an automatic renewal for the same schools for the 2019-2020 school year where they hold a waitlist position for the 2018-2019 school year.</li> <li>• These automatic renewals will retain a student’s position on the respective school waitlists for the 2019-2020 school year.</li> <li>• If a student is on the 2018-2019 waitlist for a school and the parent <u>does not</u> renew AND submit an application for that same school for the 2019-2020 school year, the student’s position on that school’s waitlist <b>WILL BE FORFEITED.</b></li> </ul>

<p>During the week of 1/21/19 (Elementary &amp; Secondary schools)</p>	<p><b>FIRST CONSIDERATION NOTIFICATION PERIOD:</b></p> <ul style="list-style-type: none"> <li>• Automated lottery lists for first consideration choice/open enrollment will be generated for schools if the number of choice applicants exceeds the number of spaces available within a priority level for any grade.</li> <li>• Schools will access lottery lists and send email notifications to first consideration applicants, once they have determined choice school or program eligibility of each applicant for whom space is available, regarding whether they have been accepted for admission to the choice school or program to which they applied. <ul style="list-style-type: none"> <li>➤ Parents shall <b>respond within 2 business days</b> to accept or decline their child’s admission. <ul style="list-style-type: none"> <li>▪ First consideration applicants will be considered to have declined admission if the parent fails to respond within 2 business days.</li> <li>▪ The applicant will be placed on that school’s waiting list.</li> <li>▪ If an applicant has received <u>three or more</u> seat offer email notifications from a school and the parent does not respond with a decision to accept the seat or request to remain on that school’s waitlist, the applicant will be removed from the waitlist.</li> </ul> </li> </ul> </li> <li>• Parents who accept admission will receive an email confirming enrollment for 2019-2020.</li> <li>• If space is not available, applicants will be placed on an in-District <b>waiting list</b> or out-of-District <b>waiting list</b>, depending on the location of their residence, in accordance with their previously determined <u>order of priority</u>.</li> <li>• PSD reserves the <b>right to rescind or amend</b> any or all choice/open enrollments.</li> </ul>
<p>Date to be Determined</p>	<p><b>SECOND CONSIDERATION APPLICATION PERIOD:</b></p> <ul style="list-style-type: none"> <li>• <b>Elementary and secondary schools second consideration submission of choice/open enrollment applications for 2019-2020 school year:</b> application forms must be completed online for the desired choice school or program. <u>Applications received during this period will be considered at the time they are received.</u></li> </ul>
<p>Date to be Determined</p>	<p><b>SECOND CONSIDERATION NOTIFICATION PERIOD:</b></p> <ul style="list-style-type: none"> <li>• Schools will send email notifications to second consideration applicants once they have determined choice school or program eligibility of each applicant for whom space is available regarding whether they have been accepted for admission to the choice school or program to which they applied. <ul style="list-style-type: none"> <li>➤ Parents shall <b>respond within 2 business days</b> to accept or decline their child’s admission. <ul style="list-style-type: none"> <li>▪ Second consideration applicants will be considered to have declined admission if the parent fails to respond within 2 business days</li> <li>▪ The applicant will be placed on that school’s waiting list.</li> <li>▪ If an applicant has received <u>three or more</u> seat offer email notifications from a school and the parent does not respond with a decision to accept the seat or request to remain on that school’s waitlist, the applicant will be removed from the waitlist.</li> </ul> </li> </ul> </li> <li>• Parents who accept admission will receive an email confirming enrollment for 2019-2020.</li> <li>• If space is not available, applicants will be added to the in-District <b>waiting list</b> or out-of-District <b>waiting list</b>, depending on the location of their residence, in accordance with their <u>order of priority</u>.</li> </ul>

Refer to Poudre School District [Policy JFBA](#) Choice/Open Enrollment for specific details